## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1130
Page 1 of 2

Agency
Cecil County Government

Division/Unit Solid Waste

| Item<br>No.                                     | Descript  | tion  | Retention   |  |
|---|---|---|---|--|
|   | This series includes general solid was Changes in records format will not not the retention schedule. However, should record series be altered, the schedul such changes. | ecessarily require revision of ould the scope or content of a |   |  |
|   | Each agency will use all or some of are governed by the indicated retenti   |   |   |  |
| 1   | Fuel records  A. Maryland Department of the Records  B. Gas – Diesel Charge Back  | , ,   | Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years, then destroy  |  |
|   | C. Journal entry sheets for gas   | s charges/charge backs  | Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for seven (7) years, and then destroy.   |  |
| 2   | Performance Appraisal Form  |   | Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after separation from employment or last benefits check, whichever is later, then destroy. |  |
|   | pproved by Department, Agency,  | Schedule Authorized by Sta                                    |   |  |
| or Division F<br>Date                           | Representative.   | Date 7 Warch  | 2011  |  |
| Signature                                       |   |   |   |  |
| Typed Name Scott Mesneak Signature Hours of gre |   |   |   |  |
| Title <u>IT 8</u>                               | Records Retention Director  |   |   |  |

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1130

Page 2 of 2

| Agency | ,      |            |
|--------|--------|------------|
| Cecil  | County | Government |

## Division/Unit Solid Waste

| Item    |              | Description                               | Retention   |
|---------|--------------|---|---|
| No.     |              |   |   |
| 3       | Financ<br>A. | ial <u>Documents</u> Bankwork Excel Sheet | Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years, then destroy                          |
|         | B.           | Book 2 Boots                              | Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for two (2) years, then destroy                            |
|         | C.           | Petty Cash and Petty Cash Report          | Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years from close of fiscal year, then destroy |
|         | D.           | Voucher approval forms                    | Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for one (1) year, then destroy                             |
| DGS 550 | -14          |   |   |

| INSTRUCTIONS – Type or print a separate form for each new/revised             |  | OF GENERAL SERVICES ANAGEMENT DIVISION                  | ELECTRONIC RECORDS INVENTORY                             |  |  |  |
|---|--|---|--|--|--|--|
| electronic record series. Forward with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794  |   | Page 1 of <b>%</b>                                       |  |  |  |
| COMAR 14.18.04  | (410) 799-1930   |   | Page 01  |  |  |  |
| 1 DEPARTMENT/AGENCY   | 2 DIVISION   |   | 3 UNIT   |  |  |  |
| Cecil County Government   | Solid Waste  |   | Central Landfill   |  |  |  |
| DEFINITION — Record Series - A group of rel<br>and dispositio                 |  | d electronically and used as a                          | unit for reference as well as retention                  |  |  |  |
| 4 ELECTRONIC RECORD SERIES TITLE  |  |   | 5 EARLIEST YEAR/LATEST YEAR                              |  |  |  |
| Bankwork Excel Sheet  |  |   |  |  |  |  |
| 6 INPUT - Identify source of information to                                   | be entered   | 7 OUTPUT - Identify the u                               | use/s of information generated by system                 |  |  |  |
| Paper   |  | Electronic Document                                     | - IBM Content Manager                                    |  |  |  |
| 8 ELECTRONIC RECORD SERIES DESCR  |  | fly describe the information ained in a series. Include | n/documents/forms<br>purpose and function of the system. |  |  |  |
| Keeping track of money/checks depo  |  | ·   | •  |  |  |  |
|   |  |   |  |  |  |  |
| O DOLLOV ON ACCESS AND LISE - Finds   | in an attack arms  | te - t-t-t-t-t-t-                                       |  |  |  |  |
| 9 POLICY ON ACCESS AND USE - Explain Administration, Department Heads, w      |  |   | case Managers and employees                              |  |  |  |
| with the "need to know" will have (rea  |  |   | cess. Managers and employees                             |  |  |  |
|   |  |   |  |  |  |  |
| 10 UPDATING CYCLES OR CONDITIONS  |  |   |  |  |  |  |
| Updates are not allowed on the origin replaced.                               | al document;   | if updates are needed                                   | , the document needs to be                               |  |  |  |
|   |  |   |  |  |  |  |
| 11 SPECIFY THE LOCATION AND MEDIA   | OF THE MAIN E  | LECTRONIC DATA FILE.                                    | Explain the progression established to                   |  |  |  |
| ensure the record's retention and usability                                   |  | record's authorized life cyc                            | :le.   |  |  |  |
| Cecil County Government Administra<br>Record is available until the disposal  |  | n record is purged.                                     |  |  |  |  |
| •   |  |   | •  |  |  |  |
| 12 RECOMMENDED RETENTION  |  |   |  |  |  |  |
|   | Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years, then destroy |   |  |  |  |  |
| 13 TYPED OR PRINTED NAME OF PREPARER  | 14 TELEPHONE NUMBER  |   | 15 DATE  |  |  |  |
| Scott Mesneak   | 410  | )-996-5205  | 9/10/2010  |  |  |  |
| 16 TITLE OF PREPARER  |  |   |  |  |  |  |
| IT & Records Retention Director   |  |   |  |  |  |  |
| DGS 550-6   |  |   |  |  |  |  |

| INSTRUCTIONS – Type or print a separate form for each new/revised   | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION   |   | ELECTRONIC RECORDS INVENTORY                            |  |  |  |
|---|--|---|---|--|--|--|
| electronic record series. Forward with<br>Records Retention Schedule (DGS 550-1)<br>COMAR 14.18.04  | 7275 Waterloo Road, P.O. Box 275<br>Jessup, Maryland 20794<br>(410) 799-1930   |   | Page <b>2</b> of <b>8</b>                               |  |  |  |
| 1 DEPARTMENT/AGENCY   | 2 DIVISION   |   | 3 UNIT  |  |  |  |
| Cecil County Government   | Solid Waste  |   | Central Landfill  |  |  |  |
|   | DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes |   |   |  |  |  |
| 4 ELECTRONIC RECORD SERIES TITLE  |  |   | 5 EARLIEST YEAR/LATEST YEAR                             |  |  |  |
| Book 2 Boots  |  |   |   |  |  |  |
| 6 INPUT - Identify source of information to   | be entered   | 7 OUTPUT - Identify the t                                   | use/s of information generated by system                |  |  |  |
| Paper   |  | Electronic Document   | - IBM Content Manager                                   |  |  |  |
| 8 ELECTRONIC RECORD SERIES DESCR  |  | fly describe the information ained in a series. Include the | /documents/forms<br>ourpose and function of the system. |  |  |  |
| Tracking Boot purchases   | 00/10  | arried in a series. Thorage                                 | ourpose and function of the system.                     |  |  |  |
| ·   | •  |   |   |  |  |  |
|   |  |   |   |  |  |  |
| 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing.  Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. |  |   |   |  |  |  |
| 10 UPDATING CYCLES OR CONDITIONS  | AND RULES FO   | R REVISING INFORMATION                                      | ON IN THE SYSTEM  |  |  |  |
| Updates are not allowed on the origin replaced  | Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.  |   |   |  |  |  |
| 11 SPECIFY THE LOCATION AND MEDIA ( ensure the record's retention and usability   |  |   |   |  |  |  |
| Cecil County Government Administra  | _  | record's additionized life cyc                              | ne.   |  |  |  |
| Record is available until the disposal date, and then record is purged.   |  |   |   |  |  |  |
| 12 RECOMMENDED RETENTION  |  |   |   |  |  |  |
| Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for two (2) years, then destroy  |  |   |   |  |  |  |
| 13 TYPED OR PRINTED NAME OF PREPARER  | 14 TELEPHONE NUMBER  |   | 15 DATE   |  |  |  |
| Scott Mesneak   | Scott Mesneak 410-996-5205   |   |   |  |  |  |
| 16 TITLE OF PREPARER  |  |   |   |  |  |  |
| IT & Records Retention Director   |  |   |   |  |  |  |
| DGS 550-6   |  |   |   |  |  |  |

| INSTRUCTIONS – Type or print a separate form for each new/revised   |  | OF GENERAL SERVICES ANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY                          |  |  |  |
|---|--|--|---|--|--|--|
| electronic record series. Forward with<br>Records Retention Schedule (DGS 550-1)<br>COMAR 14.18.04  | 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930 |  | Page <u>3</u> of <u>8</u>                             |  |  |  |
| 1 DEPARTMENT/AGENCY   | 2 DIVISION   |  | 3 UNIT  |  |  |  |
| Cecil County Government   | Solid Waste  |  | Central Landfill                                      |  |  |  |
| DEFINITION – Record Series - A group of rel<br>and dispositio   |  | d electronically and used as a         | unit for reference as well as retention               |  |  |  |
| 4 ELECTRONIC RECORD SERIES TITLE  |  |  | 5 EARLIEST YEAR/LATEST YEAR                           |  |  |  |
| Gas - Diesel Charge Back Memos  | ,  |  |   |  |  |  |
| 6 INPUT - Identify source of information to   | be entered   | 7 OUTPUT - Identify the u              | use/s of information generated by system              |  |  |  |
| Paper   |  | Electronic Document                    | - IBM Content Manager                                 |  |  |  |
| 8 ELECTRONIC RECORD SERIES DESCR  |  | fly describe the information           | n/documents/forms purpose and function of the system. |  |  |  |
| Fuel charge backs for divisions temp  |  | airied iii a series. Irididde          | purpose and function of the system.                   |  |  |  |
| •   |  |  |   |  |  |  |
|   |  |  |   |  |  |  |
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| 10 UPDATING CYCLES OR CONDITIONS  | AND RULES FO   | R REVISING INFORMATION                 | ON IN THE SYSTEM                                      |  |  |  |
| Updates are not allowed on the origin replaced.   | nal document;  | if updates are needed                  | , the document needs to be                            |  |  |  |
| 11 SPECIFY THE LOCATION AND MEDIA   |  |  |   |  |  |  |
| ensure the record's retention and usability   |  | record's authorized life cyc           | cle.  |  |  |  |
| Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.   |  |  |   |  |  |  |
| 12 RECOMMENDED RETENTION  |  |  |   |  |  |  |
| Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years, then destroy.   |  |  |   |  |  |  |
| 13 TYPED OR PRINTED NAME OF PREPARER  | 14 TELEPHONE NUMBER  |  | 15 DATE   |  |  |  |
| Scott Mesneak   |  |  |   |  |  |  |
| 16 TITLE OF PREPARER  | 16 TITLE OF PREPARER   |  |   |  |  |  |
| IT & Records Retention Director   |  |  |   |  |  |  |
| DGS 550-6   |  |  |   |  |  |  |

| INSTRUCTIONS – Type or print a separate form for each new/revised   | RECORDS M   | OF GENERAL SERVICES ANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY                            |  |  |  |
|---|---|--|---|--|--|--|
| electronic record series. Forward with<br>Records Retention Schedule (DGS 550-1)<br>COMAR 14.18.04                                  | 7275 Waterloo Road, P.O. Box 275<br>Jessup, Maryland 20794<br>(410) 799-1930  |  | Page <u> </u>   |  |  |  |
| 1 DEPARTMENT/AGENCY   | 2 DIVISION  |  | 3 UNIT  |  |  |  |
| Cecil County Government   | Solid Waste   |  | Central Landfill  |  |  |  |
| DEFINITION — Record Series - A group of rel<br>and dispositio   |   | d electronically and used as a         | unit for reference as well as retention                 |  |  |  |
| 4 ELECTRONIC RECORD SERIES TITLE  |   |  | 5 EARLIEST YEAR/LATEST YEAR                             |  |  |  |
| Journal Entry Sheet for Gas Charges   |   |  | TO  |  |  |  |
| 6 INPUT - Identify source of information to   | be entered  | 7 OUTPUT - Identify the u              | use/s of information generated by system                |  |  |  |
| Paper   |   | Electronic Document                    | - IBM Content Manager                                   |  |  |  |
| 8 ELECTRONIC RECORD SERIES DESCR  |   | fly describe the information           | /documents/forms<br>ourpose and function of the system. |  |  |  |
| For fuel charge backs.  | 00110   | amed in a series. Include p            | ourpose and function of the system.                     |  |  |  |
|   |   |  |   |  |  |  |
| 9 POLICY ON ACCESS AND USE - Expla  | in or attach copy   | if established in writing.             |   |  |  |  |
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| 11 SPECIFY THE LOCATION AND MEDIA   |   |  |   |  |  |  |
| ensure the record's retention and usability   |   | record's authorized life cyc           | ble.  |  |  |  |
| Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.             |   |  |   |  |  |  |
| 12. RECOMMENDED RETENTION   |   |  |   |  |  |  |
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| 13 TYPED OR PRINTED NAME OF PREPARER  |   |  |   |  |  |  |
| Scott Mesneak   | 410   | )-996-5205                             | 9/10/2010   |  |  |  |
| 16 TITLE OF PREPARER  |   |  |   |  |  |  |
| IT & Records Retention Director   |   |  |   |  |  |  |
| DGS 550-6   |   |  |   |  |  |  |

| INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with                       | RECORDS M   | OF GENERAL SERVICES<br>MANAGEMENT DIVISION<br>Ioo Road, P.O. Box 275 | ELECTRONIC RECORDS INVENTORY                             |  |  |  |
|--|---|--|--|--|--|--|
| Records Retention Schedule (DGS 550-1) COMAR 14.18.04  | Jessup, Maryland 20794<br>(410) 799-1930  |  | Page <u>\$</u> of <u>\$</u>                              |  |  |  |
| 1 DEPARTMENT/AGENCY  | 2 DIVISION.   |  | 3 UNIT   |  |  |  |
| Cecil County Government  | Solid Waste   |  | Central Landfill   |  |  |  |
| DEFINITION - Record Series - A group of reland disposition   |   | d electronically and used as a                                       | a unit for reference as well as retention                |  |  |  |
| 4 ELECTRONIC RECORD SERIES TITLE   |   |  | 5 EARLIEST YEAR/LATEST YEAR                              |  |  |  |
| Maryland Department of the Environn  | nent (MDE) F  | uel Records  |  |  |  |  |
| 6 INPUT - Identify source of information to I  | be entered  | 7 OUTPUT - Identify the u  | use/s of information generated by system                 |  |  |  |
| Paper  |   | Electronic Document  | : - IBM Content Manager                                  |  |  |  |
| 8 ELECTRONIC RECORD SERIES DESCR   |   | fly describe the information tained in a series. Include it          | n/documents/forms<br>purpose and function of the system. |  |  |  |
| Records to be kept by Maryland Depa  |   |  | purpose and randion at the ayaram.                       |  |  |  |
|  |   |  |  |  |  |  |
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| 10 UPDATING CYCLES OR CONDITIONS A   | AND RULES FO  | R REVISING INFORMATION   | ON IN THE SYSTEM   |  |  |  |
| Updates are not allowed on the origin replaced.  | al document;  | if updates are needed  | , the document needs to be                               |  |  |  |
| 11 SPECIFY THE LOCATION AND MEDIA C<br>ensure the record's retention and usability   | OF THE MAIN E   | LECTRONIC DATA FILE. record's authorized life cyc                    | Explain the progression established to ble.              |  |  |  |
| Cecil County Government Administra   |   |  |  |  |  |  |
| Record is available until the disposal   | Record is available until the disposal date, and then record is purged.   |  |  |  |  |  |
| 12 RECOMMENDED RETENTION   |   |  |  |  |  |  |
| Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years, then destroy |   |  |  |  |  |  |
| 13 TYPED OR PRINTED NAME OF PREPARER   | 14 TELEPHO  | NE NUMBER  | 15 DAŢE  |  |  |  |
| Scott Mesneak  | 410   | 0-996-5205   | 9/10/2010  |  |  |  |
| 16 TITLE OF PREPARER   |   |  |  |  |  |  |
| IT & Records Retention I   | Director  |  |  |  |  |  |
| DGS 550-6  |   |  |  |  |  |  |

| INSTRUCTIONS – Type or print a separate form for each new/revised   | RECORDS M   | OF GENERAL SERVICES ANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY                            |  |  |  |
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| electronic record series. Forward with<br>Records Retention Schedule (DGS 550-1)<br>COMAR 14.18.04  | 7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  (410) 799-1930  |  | Page <b>6</b> of <b>8</b>                               |  |  |  |
| 1 DEPARTMENT/AGENCY   | 2 DIVISION  | -                                      | 3 UNIT  |  |  |  |
| Cecil County Government   | Solid Waste   | ;                                      | Central Landfill  |  |  |  |
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| Petty Cash and Petty Cash Report  |   |  |   |  |  |  |
| 6 INPUT - Identify source of information to   | be entered  | 7 OUTPUT - Identify the u              | use/s of information generated by system                |  |  |  |
| Paper   |   | Electronic Document                    | - IBM Content Manager                                   |  |  |  |
| 8 ELECTRONIC RECORD SERIES DESCR  |   | fly describe the information           | /documents/forms<br>ourpose and function of the system. |  |  |  |
| Approved employee reimbursements  |   | amied in a defield. Molade             | surpose and randition of the system.                    |  |  |  |
|   |   |  |   |  |  |  |
| 9 DOLICY ON ACCESS AND USE Expla  | in or attach com  | if actablished in writing              |   |  |  |  |
| Administration, Department Heads, w   | 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing.  Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. |  |   |  |  |  |
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| 11 SPECIFY THE LOCATION AND MEDIA   |   |  |   |  |  |  |
| ensure the record's retention and usability  Cecil County Government Administra   | _   | record's authorized life cyc           | ile.  |  |  |  |
| Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.                                 |   |  |   |  |  |  |
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| Scott Mesneak   | 410   | 9/10/2010                              |   |  |  |  |
| 16 TITLE OF PREPARER  |   |  |   |  |  |  |
| IT & Records Retention Director   |   |  |   |  |  |  |
| DGS 550-6   |   |  |   |  |  |  |

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| DEFINITION – Record Series - A group of rel<br>and dispositio   |   | d electronically and used as a                           | unit for reference as well as retention                 |  |  |  |
| 4 ELECTRONIC RECORD SERIES TITLE  |   |  | 5 EARLIEST YEAR/LATEST YEAR                             |  |  |  |
| Performance Appraisal Form  |   |  |   |  |  |  |
| 6 INPUT - Identify source of information to   | be entered  | 7 OUTPUT - Identify the u                                | ise/s of information generated by system                |  |  |  |
| Paper   |   | Electronic Document                                      | - IBM Content Manager                                   |  |  |  |
| 8 ELECTRONIC RECORD SERIES DESCR  |   | ly describe the information ained in a series. Include i | /documents/forms<br>ourpose and function of the system. |  |  |  |
| Employee annual evaluation.   |   | •  | ,   |  |  |  |
|   |   |  |   |  |  |  |
| 9 DOLLOY ON ACCESS AND USE . Evalo  | in or ottoch conv   | if antablished in writing                                |   |  |  |  |
| 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing.  Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. |   |  |   |  |  |  |
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| 11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability  |   |  |   |  |  |  |
| Cecil County Government Administra  | _   | robord o ddd forfizod fire cyc                           |   |  |  |  |
| Record is available until the disposal date, and then record is purged.   |   |  |   |  |  |  |
| 12. RECOMMENDED RETENTION   |   |  |   |  |  |  |
| Retain hard copy until scanned and image verified then destroy hard cop   | Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after separation from employment or last benefits check, whichever is later, then destroy. |  |   |  |  |  |
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| IT & Records Retention  | Director  |  |   |  |  |  |
| DGS 550-6   |   |  |   |  |  |  |

| INSTRUCTIONS – Type or print a separate form for each new/revised   | RECORDS M  | OF GENERAL SERVICES ANAGEMENT DIVISION               | ELECTRONIC RECORDS INVENTORY                            |  |  |  |
|---|--|--|---|--|--|--|
| electronic record series. Forward with<br>Records Retention Schedule (DGS 550-1)<br>COMAR 14.18.04                          | 7275 Waterloo Road, P.O. Box 275<br>Jessup, Märyland 20794<br>(410) 799-1930 |  | Page <u>\$</u> of <u>\$</u>                             |  |  |  |
| 1 DEPARTMENT/AGENCY   | 2 DIVISION   |  | 3 UNIT  |  |  |  |
| Cecil County Government   | Solid Waste  |  | Central Landfill  |  |  |  |
| DEFINITION - Record Series - A group of rel<br>and dispositio   |  | d electronically and used as a                       | unit for reference as well as retention                 |  |  |  |
| 4 ELECTRONIC RECORD SERIES TITLE  |  |  | 5 EARLIEST YEAR/LATEST YEAR                             |  |  |  |
| Voucher Approval Form   |  |  | 2009 <sub>TO</sub> 2010                                 |  |  |  |
| 6 INPUT - Identify source of information to   | be entered   | 7 OUTPUT - Identify the o                            | use/s of information generated by system                |  |  |  |
| Paper   |  | Electronic Document                                  | - IBM Content Manager                                   |  |  |  |
| 8 ELECTRONIC RECORD SERIES DESCR  |  | fly describe the information                         | /documents/forms<br>purpose and function of the system. |  |  |  |
| Keeping track of purchases, P.O.s, ve   |  |  | surpose and randition of the system.                    |  |  |  |
|   |  |  |   |  |  |  |
|   | ·  |  |   |  |  |  |
| 9 POLICY ON ACCESS AND USE - Expla<br>Administration, Department Heads, w   | vill have (delet   | e) (print) and (hold) ac                             | cess. Managers and employees                            |  |  |  |
| with the "need to know" will have (rea  | with the "need to know" will have (read), (print) and (hold) access.         |  |   |  |  |  |
| 10 UPDATING CYCLES OR CONDITIONS /  | AND RULES FO   | R REVISING INFORMATION                               | ON IN THE SYSTEM  |  |  |  |
| Updates are not allowed on the origin   |  |  |   |  |  |  |
| replaced.   |  | ·  |   |  |  |  |
|   |  |  |   |  |  |  |
| 11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability  | OF THE MAIN E y throughout the   | LECTRONIC DATA FILE.<br>record's authorized life cyc | Explain the progression established to cle.             |  |  |  |
| Cecil County Government Administra  | •  |  |   |  |  |  |
| Record is available until the disposal date, and then record is purged.   |  |  |   |  |  |  |
| 12. RECOMMENDED RETENTION   |  |  |   |  |  |  |
| Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for one (1) year, then destroy |  |  |   |  |  |  |
| 13 TYPED OR PRINTED NAME OF PREPARER  |  |  |   |  |  |  |
| Scott Mesneak   |  |  |   |  |  |  |
| 16. TITLE OF PREPARER   |  |  |   |  |  |  |
| IT & Records Retention Director   |  |  |   |  |  |  |
| DGS 550-6   |  |  |   |  |  |  |

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